

Message Text

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ACTION EA-09

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FM AMEMBASSY SINGAPORE
TO USDOC WASHDC
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UNCLAS SINGAPORE 5434

E.O. 11652: N/A

TAGS: BEXP, SN

SUBJECT: CONTRACTING WTDR REQUIREMENTS

REF: STATE A-5327

1. PREPARATION OF WTDRS IS AT PRESENT BEING DONE BY THE EMBASSY FSL STAFF. THIS INCLUDES CONDUCTING INTERVIEWS WITH LOCAL BUSINESSMEN, COLLECTING INFORMATION FROM LOCAL TRADE SOURCES AND WRITING UP OF THE FINAL REPORTS FOR SUBMISSION TO USDOC.

2. IN THE PAST, EMBASSY STAFF ALSO MADE REGISTRATION CHECKS AT THE SINGAPORE REGISTRAR OF COMPANIES AND BUSINESSES TO COLLECT INFORMATION SUCH AS THE DATE OF ESTABLISHMENT OF THE COMPANY, NAMES AND PROFESSIONS OF THE DIRECTORS, AUTHORIZED AND PAID-UP CAPITAL OF THE COMPANY, ETC. EMBASSY FEELS THAT THIS PARTICULAR JOB, ALTHOUGH NECESSARY FOR WTD REPORTING, IS NOT OPTIMAL USE OF SCARCE FSL RESOURCES, SINCE IT INVOLVES LABORIOUS AND TIME-CONSUMING HAND COPYING OF INFORMATION FROM THE COMPANY'S FILE. HENCE, IN APRIL 1976, EMBASSY CONTRACTED THE COMPANY REGISTRATION CHECKS TO A LOCAL CONTRACTOR FOR A TRIAL PERIOD OF ONE YEAR.

3. THE FOLLOWING ARE ANSWERS TO THE QUESTIONS SET FORTH PARA FIVE OF REFERENCED AIRGRAM; THEY APPLY ONLY TO THE CONTRACT FOR COMPANY REGISTRATION CHECKS, AND NOT FOR THE PREPARATION OF WTDRS AS A WHOLE:

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A) NAME OF CONTRACTOR: MANAGEMENT CREDIT CONTROL
ASSOCIATES (MCCA)
ROOM 606, 6TH FLOOR, COLOMBO
COURT, SINGAPORE 6.

NATURE OF BUSINESS: MAKING COMPANY REGISTRATION
CHECKS AND WRITING CREDIT REPORTS ON LOCAL COMPANIES

DATE CONTRACT COMMENCED: APRIL 23, 1976.

B) EMBASSY IS CURRENTLY PAYING MCCA A TOTAL AMOUNT
OF S\$6.00 (US\$2.44 FOR A REGISTRATION CHECK ON A
PRIVATE OR PUBLIC LIMITED COMPANY AND S\$7.00 (US\$2.86) FOR
A REGISTRATION CHECK ON A SOLE-PROPRIETORSHIP OR
PARTNERSHIP CONCERN. THE BREAKDOWN OF THE PAYMENT IS
AS FOLLOWS:

FOR A PRIVATE OR PUBLIC LIMITED COMPANY

INSPECTION FEE (PAID TO REGISTRAR OF COMPANIES)	SERVICE CHARGE (PAID TO MCCA)	TOTAL AMOUNT
S\$3.00 (US\$1.22)	S\$3.00 (US\$1.22)	S\$6.00 (US\$2.44)

FOR A SOLE-PROPRIETORSHIP OR PARTNERSHIP CONCERN

INSPECTION FEE (PAID TO REGISTRAR OF COMPANIES)	SERVICE CHARGE (PAID TO MCCA)	TOTAL AMOUNT
S\$5.00 (US\$2.04)	S\$2.00 (US\$0.81)	S\$7.00 (US\$2.85)

IN ADDITION, AN ANNUAL SUBSCRIPTION FEE OF S\$100.00
(US\$40.98) IS PAID TO THE CONTRACTOR.

C) SINCE APRIL 1976, THE CONTRACTOR HAS MADE
AN AVERAGE OF 30 COMPANY REGISTRATION CHECKS PER MONTH
FOR THE EMBASSY.

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D) NA

E) THE CONTRACTOR PROVIDES EMBASSY WITH THE
FOLLOWING INFORMATION ABSTRACTED FROM THE COMPANY FILE:

- I) NAME AND ADDRESS OF THE COMPANY
- II) NATURE OF BUSINESS
- III) DATE OF ESTABLISHMENT
- IV) AUTHORIZED AND PAID-UP CAPITAL

V) SHAREHOLDERS

VI) NAMES AND PROFESSIONS OF DIRECTORS

VII) BALANCE SHEET OF THE COMPANY, IF ANY.

F) NA

G) INFORMATION IS FURNISHED IN THE ENGLISH LANGUAGE.

H) NA

I) NA

J) THE CONTRACTOR USES ITS OWN NAME TO SEEK INFORMATION.

K) NA

L) EMBASSY CAN NORMALLY EXPECT TO RECEIVE THE CONTRACTOR'S REPORT WITHIN 1 TO 7 DAYS. WE SOMETIMES ASK FOR, AND GET, PRIORITY SERVICE WHEN REQUIRED.

M) NA

N) BY CONTRACTING THE COMPANY REGISTRATION CHECKS, EMBASSY SAVES APPROXIMATELY 30 PERSON-HOURS A MONTH WHICH CAN BE UTILIZED FOR MORE PRODUCTIVE WORK (THIS INCLUDES TIME TRAVELING TO AND FROM REGISTRY OF COMPANIES).

O) EMBASSY SIGNED THE CONTRACT WITH MCCA FOR A TRIAL PERIOD OF ONE YEAR, AFTER WHICH IT WILL BE RENEWED ON AN ANNUAL BASIS. OTHER THAN OCCASIONAL MINOR OVERSIGHTS, EMBASSY CONSIDERS THE CONTRACTOR'S WORK TO BE SATISFACTORY.

P) THERE IS NO LOSS OF MEANINGFUL CONTACT WITH FIRMS UNDER THE PROCEDURE OUTLINED ABOVE.

Q) ON BASIS THIS POST'S EXPERIENCE, WE BELIEVE OTHER POSTS MIGHT BENEFIT FROM CONTRACTING OUT PART UNCLASSIFIED

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OF WTD PROCESS. ONLY REAL COST OF CONTRACTING OUT REGISTRY CHECK IS THE SERVICE CHARGE, AS INSPECTION FEE WOULD BE INCURRED IN ANY CASE. THUS, FOR NOMINAL AMOUNT (LESS THAN US\$40 PER MONTH), FSLs SAVE APPROXIMATELY 45 DAYS A YEAR, AVAILABLE FOR MORE SUBSTANTIVE WORK.

R) ABOVE PROCEDURE WAS NECESSITATED BY INCREASING WTDR WORKLOAD AND INABILITY TO GET ADDITIONAL FSL POSITION. IF WORKLOAD CONTINUES TO GROW AND FUNDS AVAILABLE, POST MAY HAVE TO CONTRACT OUT ENTIRE WTDR PROCESS. WE WOULD PREFER NOT REPEAT NOT TO DO THIS HOWEVER; THE WTD PROCESS GIVES US A VALUABLE "FEEL" FOR LOCAL BUSINESSES, WHICH TRANSLATES INTO TRADE OPPORTUNITIES, BETTER ADS REPORTS, AND BETTER

TRADE LISTS FOR COMMERCIAL EVENTS.

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